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United States Department of State
Washington, D.C. 20520

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March 21, 1984

MEMORANDUM FOR: D - Mr. Dam
P - Mr. Eagleburger
E - Mr. Wallis
T - Mr. Schneider
M - Mr. Spiers
C - Mr. Derwinski
A - Mr. Lamb
AF - Mr. Crocker
ARA - Mr. Motley
CA - Ms. Clark
EAP - Mr. Wolfowitz
EB - Mr. McCormack
EUR - Mr. Burt
HA - Mr. Abrams
INM - Mr. DiCarlo
INR - Mr. Montgomery
IO - Mr. Newell
L - Mr. Robinson
NEA - Mr. Murphy
OES - Mr. Malone
PA - Mr. Hughes
PM - Mr. Howe
S/CPR - Ms. Roosevelt
S/NP - Mr. Kennedy
S/P - Mr. Bosworth
ACDA - Mr. Adelman
Agriculture - Mr. Lett
AID - Mr. McPherson
CIA - Ms. Shine
Commerce - Ms. Robbins
Defense - COL Stanford
NSC - Mr. Kimmitt
Transportation - Mr. Sallada
Treasury - Mr. Hicks
USIA - Mr. Bissell
USTR - Mr. Whitfield

DEPARTMENT OF STATE
JMW/PS/CR/IR/By Date: 6/19/97
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PA Exemptions

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DOWNGRADE TS to () S or () C

SUBJECT: Visit of President Reagan and Secretary Shultz
to the People's Republic of China

COORDINATOR: Don Anderson, EAP/C, Phone No. 632-6300, Room 4318

DEPUTY Don Keyser, EAP/C, Phone No. 632-1004, Room 4318
COORDINATOR: (Principal EAP/C point of contact for
preparation of briefing materials)

S/S-S ACTION David Weiss, Phone No. 632-8338, Room 7241
OFFICER:

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Box 4904

Folder China

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This memorandum assigns responsibilities for the preparation of briefing materials for use by the President and Secretary Shultz during the President's visit to the People's Republic of China.

I. MATERIALS FOR THE PRESIDENT

1. MEMORANDUM TO THE PRESIDENT FROM THE SECRETARY

EAP should prepare a memorandum from the Secretary to the President outlining the setting, key objectives, and key issues for the visit to China. The memo should not exceed two pages in length, and there should be no underlining. It should be in standard Sec-Pres format, and submitted under cover of an Action Memorandum. S/S-S will provide a sample format. As an attachment to the memo, EAP should provide one page of bullet-style talking points for the President's use. This memo is due in S/S-S with all appropriate clearances, including S/P and P, no later than COB on April 2.

2. ADDITIONAL BRIEFING MATERIALS FOR THE PRESIDENT

a. EAP should provide bullet-style talking points for each substantive meeting in which the President will participate. These talking points should be done on State Department Briefing Paper "black-top" letterhead, and should be under cover of a Hill-McFarlane memorandum. S/S-S will provide a sample format. These talking points are due in S/S-S no later than COB on April 2.

b. EAP should prepare 3x5 index cards for the President's use in connection with each of his substantive meetings. The index cards should very briefly cover the key issues to raise, and should be limited to two cards per meeting. These cards are due in S/S-S no later than COB on April 2.

3. PUBLIC STATEMENTS

EAP should prepare drafts for all public statements to be made by the President or the Secretary. Even in the case of statements not exclusively related to the China trip, EAP should provide appropriate paragraphs on the President's visit to China for insertion into a White House text (statements in this category are so indicated below by an asterisk). All these statements should be cleared by S/P and PA. Statements should be double-spaced on plain white bond, with those for the White House done under cover

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of a Hill-McFarlane memorandum. For any statements to be made by the Secretary, each page should end in a complete sentence. The statements, with appropriate clearances, are due in S/S-S no later than COB on March 27 (to permit the Secretary to review key statements before forwarding the package to the NSC by March 30). At this time, the following statements are required: (unless indicated, all statements are for delivery by the President)

- a. Departure Statement -- from Pt. Mugu, California (April 22)

HAWAII

- b. Arrival Statement (April 22) *
- c. Departure Statement (April 24) *

GUAM

- d. Arrival Ceremony (April 25) *

CHINA

- e. Arrival Statement (April 26)
- f. Toast at Li small dinner (April 26)
- g. Great Hall Speech (April 27)
- h. Toast at Banquet (April 27)
- i. CCTV Interview (April 28)
- j. U.S. Community Reception (April 28)
- k. Toast at the Reciprocal Dinner (April 28)
- l. Weekly Radio Address (time to be determined)
- m. Xi'an Remarks (?)
- n. Beijing Signing Ceremony (April 30)
- o. Arrival in Shanghai (April 30)
- p. Shanghai/Foxboro Remarks (April 30)

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- q. Fudan University (April 30)
- r. Toast at Banquet in Shanghai (April 30)
- s. Departure Statement (May 1)

ALASKA

- t. Alaskan Meeting with Pope (date to be determined) *
(to be drafted by EUR)

4. COUNTRY PROFILE

EAP should provide a one-page country profile on China. The profile should provide a brief history of China, assess recent political and economic developments, and describe the state of U.S. relations with China. S/S-S will provide a sample format. The profile, with a covering Hill-McFarlane memo, and with INR, P and any other appropriate clearances, is due in S/S-S no later than COB on April 2.

II. MATERIALS FOR THE SECRETARY

1. MEMORANDA TO THE SECRETARY FOR USE IN BRIEFING THE PRESIDENT

EAP should provide a memorandum to the Secretary for each of the three NSC-format briefings the President is to receive. These papers must be keyed to whatever agenda is fixed for each of these sessions. The precise format of the paper should be worked out with S/S. The tentative dates for the three NSC briefings are as follows:

- a. April 10: Briefing on General Subjects
- b. April 16: Meeting-by-Meeting Briefing
- c. April 17: Briefing on Sensitive Issues

Each paper will be due in S/S-S at least 72 hours before the briefing.

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2. ACTION MEMORANDUM TO THE SECRETARY FOR HIS PARTICIPATION
IN THE VISIT

EAP should provide an Action Memorandum to the Secretary by COB on April 2 with recommendations as to his participation in the visit. This should include every event in which he may participate.

3. BRIEFING MEMORANDUM FOR THE SECRETARY'S MEETING WITH WU

a. EAP should prepare a briefing memorandum for the Secretary from Assistant Secretary Wolfowitz for his proposed separate side meeting with Foreign Minister Wu. The format is the standard briefing memorandum format for the Secretary's meeting with foreign leaders. Please note that the Objectives section of the memo is a list of the goals of the meeting; it is not a summary of the briefing material nor a simple reiteration of the "crib" sheet mentioned below. Briefing memos should not normally exceed six pages. No bullet papers will be necessary. The memo is due in S/S-S, cleared by P and other appropriate bureaus, no later than COB on April 13.

b. Meeting "Crib" Sheet. A concise individual checklist should be provided for each meeting. This is the key document in which an Assistant Secretary advises the Secretary (in the form of a "road map" or "crib sheet") how to conduct the meeting. It should be a brief but imaginative personal supplement to the more rigid, rather stylized briefing paper above. It should note -- in tick format -- the main topics the Secretary should raise, and may also comment on the order of business, note other special sensitivities and courtesy points, and include any thoughts the Assistant Secretary has to make the meeting successful. The meeting checklist may not exceed one page in length. Alternatively, it may be prepared on two 5x8 notecards for easy handling during a meeting. All checklists are due, with the briefing memos mentioned above, by COB on April 13.

4. SCENARIOS FOR THE SECRETARY

EAP should prepare individual scenarios for use by the Secretary for every event in which he will participate. These are due in S/S-S in final form by COB April 15. Dinner and luncheon scenarios should have as attachments a seating chart (if possible), guest list, and a menu.

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5. PRESS THEMES

EAP should prepare press themes for contingency use by the Secretary. They should be done on plain white bond paper, and should be cleared by PA, S/P, and P at a minimum. These themes are due in S/S-S no later than COB on April 13.

III. MATERIALS FOR BOTH THE PRESIDENT AND THE SECRETARY

1. BACKGROUND PAPERS

The following one-page background papers are required for use by the President and/or the Secretary. They should be prepared on State Department Briefing Paper (black-top) letterhead. Background papers will not usually be longer than one page. All of these papers should be cleared by EAP and delivered to S/S-S through the EAP Trip Coordinator. They are due in S/S-S with all clearances no later than COB on April 2.

<u>PAPER</u>	<u>DRAFT</u>	<u>CLEAR</u>
a. Sino-Soviet Relations	EAP	EUR, PM, P
b. Korea	EAP	PM, P
c. Taiwan	EAP	P
d. U.S.-China Defense Cooperation	EAP	PM, P, T
e. Concessional Financing	EAP	EB, E
f. Civil Aviation	EAP	EB, E
g. Textile Trade and Import Controls	EAP	EB, E
h. Long-Term Grain Agreement	EAP	EB, E
i. Nuclear Cooperation	S/NP	EAP, P
j. Export Controls	EAP	EB, E
k. Maritime Relations	EAP	EB, E, MARAD, OES

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<u>PAPER</u>	<u>DRAFT</u>	<u>CLEAR</u>
l. Investment and Tax Relations	EAP	EB, E, Treasury, Commerce
m. Scholarly Access in the PRC	USIA	EAP, P
n. Chinese Foreign Policy: Overview	EAP	P
o. PRC Domestic Political Scene: Overview	EAP	P
p. Arms Control Proposals	ACDA	PM, S/P, P, EAP
q. Asylum and Defection Issues	EAP	CA, P
r. Proposal for U.S. Participation in a "Think Tank"	EAP	P
s. Possible Space Initiatives	EAP	OES

2. SCHEDULES SHOWING THE PRESIDENT'S AND SECRETARY'S
PARTICIPATION IN EVENTS

EAP should prepare three separate schedules on plain white bond paper for the President and the Secretary:

- For the President: An annotated schedule 4-6 pages in length;
- For the Secretary: A schedule showing only those events in which he will participate and/or which diverge from the President's schedule;
- A Summary Schedule for both the President and the Secretary showing only key events, to be not more than 1 1/2 pages in length.

S/S-S will provide sample formats. The schedules are due in S/S-S no later than COB on April 2.

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3. BIOGRAPHIC MATERIAL

EAP should provide S/S-S with a list of all Chinese officials the President and the Secretary are likely to meet during their visit. S/S-S will then request appropriate biographic material. The list is due in S/S-S no later than COB on March 20.

NOTE: All material going to the White House must be letter perfect. S/S-S requires the original plus three copies of all papers. Drafting and clearance information should appear on a separate page. Papers for the visit should be delivered directly to the S/S-S Action Officer. They should NOT be logged in.

Richard D. Kinsail
for Charles Hill
Executive Secretary

Attachments:

1. Sample Format for Sec-Pres Memo submitted under cover of Action Memo
2. Sample Format for Talking Points under cover of Hill-McFarlane Memo
3. Sample Format for Country Profile
4. Sample Formats for Schedules for the President and Secretary Shultz

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DUE DATES TO S/S-S:

MARCH 20:

List of Biographic Material

MARCH 27:

Public Statements

APRIL 2:

Memorandum to the President from the Secretary

Talking Points for Substantive Meetings and Events for the President

3x5 Index Cards for President's Substantive Meetings

Action Memorandum to the Secretary for his Participation in the Visit

Schedules showing the President's and the Secretary's Participation in Events

Background Papers

Country Profile on China

APRIL 13:

Briefing Memoranda for the Secretary

Meeting "Crib" Sheets

Press Themes

APRIL 15:

Scenarios for the Secretary

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